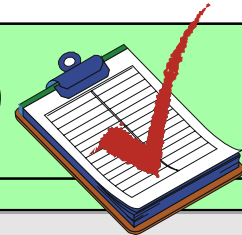


# CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

April 2, 2001

## NEWS BRIEFS

### KICK BUTTS DAY APRIL 4

The Campaign for Tobacco-Free Kids' Kick Butts Day will be Wednesday, April 4. This is the day when tens of thousands of kids stand up to tobacco and adults stand up for kids.

The Cabinet's Tobacco Use Prevention and Cessation Program will have a display, with information available in the front HR Building lobby on Wednesday. There will be hourly drawings for give-aways of promotional merchandise such as t-shirts, mugs and posters.



TIP OF  
THE  
WEEK

On the average, you need around half a cup of water for every 100 calories you expend. So if you need 2,000 calories a day to keep that body moving, you should be gulping about 10 cups of water daily. If it's a hot or humid day or if you are exercising vigorously, you may need more. The majority of us need eight to 12 cups a day. (Here's where that famous eight-ounce glasses a day fits in.)

## CHS Meets Hiring Goals For Minorities, Women

According to the recent semi-annual report from Personnel Cabinet Secretary Carol Palmore, the Cabinet for Health Services reached its hiring goals for minorities and female employment during the six-month period ending Dec. 31.

The goals set by the State's Affirmative Action Plan are 7.51 percent for minorities and 52.42 percent for females (this is based on eligible persons 16 years and older) from Kentucky's 1990 census. The Cabinet exceeded its projected goals in most job categories.

The overall cabinet percentage on minority employment was 13.39 percent and for overall female employment it was 70.94 percent.

"Although this is a great accom-

plishment, the Cabinet still fell slightly short of its hiring goals for officials and administrators," said Interim Secretary Marcia Morgan. "I strongly support increasing diversity in our workforce, and expect that agency heads will continue striving toward filling these underutilized categories."

"I am proud because we are one of only five cabinets who achieved the overall goal set by the State's Affirmative Action Plan," Morgan added.

The Cabinet has succeeded or reached the State's goal for three consecutive periods and was granted the Gubernatorial Award at the Governor's EEO Conference in the fall of 2000.



## CHS Procedure Manual Is Online

Do you want to stay current about CHS purchasing, personnel, contracting and travel procedures?

Sure you do! Well, you can easily use the Procedure Manual.

Go to the CHS web site: <http://chs.state.ky.us> – click on Procedures Tab. Find the CHS Procedure Manual. It provides instructions and guidance on our operations. The manual is an essential part of the cabinet's internal controls which all staff should be aware of. The procedures are developed to provide instruction and guidance for each employee to perform their work efficiently and legally.

Here's a listing of some of the

procedures. Other procedures are being developed.

- [10001 - Straight Disbursement/Quick Pay](#)
- [10002 - Imprest Cash](#)
- [12001 - Accounting Codes](#)
- [13001 - Information Technology](#)
- [14001 - Emergency Purchases](#)
- [14002 - Printing](#)
- [14003 - Procurement Card](#)
- [14004 - Small Purchases](#)
- [15001 - Cash Receipts](#)
- [17001 - Travel and Travel Training](#)
- [18003 - Citizen Advisory Council Appointment Procedures](#)



## Strategic Planning Input Sought By April 5

The CHS Strategic Planning Team has finished the Cabinet's Core Values, Vision and Mission Statement, and will be meeting in early April to set goals and objectives.

According to our Strategic Planning definition, *goals are broadly defined end results and/or desirable strategic positions or conditions that provide direction for the Cabinet*. These goals are set at the Cabinet level, and likely will total no more than five to eight.

An example of a goal might be: "To achieve employee job satisfaction."

One objective for this goal might be: "To implement a professional development plan for all employees and managers by January 2002."

Agencies will have the opportunity to provide more specific information when we develop our strategies and action plans based on our goals. In light of our definitions, please take a few minutes to review the Core Values, Vision and Mission Statement below. Then talk with your agency communications liaison regarding what goals and objectives your agency would like to see in the Strategic Plan, based on the tasks your agency performs and how your agency relates to the Core Values, Vision and Mission Statement. Remember—we are setting these goals at the Cabinet level.

Please be sure to provide your input to your agency's communications liaison before Thursday, April 5.



As our Cabinet moves forward in developing our Strategic Plan, it's important that we all understand the "language" used in Strategic Planning. Many terms used in the planning process are terms you may have used in other scenarios, perhaps with slightly different meanings. To ensure that we are all communicating effectively, please review these Strategic Planning definitions. You may want to keep these definitions for reference.

**Core Values** The fundamental ethical, moral and professional business beliefs that guide organizational decisions and relationships.

**Vision** Describes the Cabinet's aspirations and ideal future.

**Mission** Describes the Cabinet's fundamental reason for being—its core purpose—and the functional role it plays in its environment.

**Goals** Broadly defined end results and/or desirable strategic positions or conditions that provide direction for the Cabinet.

**Objectives** Statements of specific, measurable achievement that will lead to the accomplishment of the Cabinet's goals.

**Performance Indicators** Moment-in-time measures of desired conditions or results that help the Cabinet track progress and success toward the fulfillment of its goals and objectives.

**Strategies** Statements of how the Cabinet deploys resources to accomplish a specific objective.

**Action Plans** The steps to implement a strategy, i.e., specific tasks or activities assigned to individuals or groups and date of completion.

### **CORE VALUES**

**Commitment to Excellence  
Respect for Self and Others  
Encourage Innovation  
Accountability for Actions  
Service with Integrity**

### **VISION**

**Be the Leader in promoting  
and achieving the nation's  
highest level of health and  
wellness for all Kentuckians.**

### **MISSION STATEMENT**

**The Cabinet for Health Services leads by assuring the health  
and wellness of all Kentuckians.**

For the name, number and e-mail address of your agency's communications liaison, please visit the following web address:

[http://www.gotsource.net/dscgi/ds.py/Get/File-890/Membership\\_of\\_the\\_Communications\\_&Feedback\\_Team.doc](http://www.gotsource.net/dscgi/ds.py/Get/File-890/Membership_of_the_Communications_&Feedback_Team.doc)